

"Employee's Name"

"Date Returned"

"Travel Dates"

Region

- NOTE: Handwritten forms are not accepted.**
- NOTE: Do not combine multiple months on a Travel Statements, unless training falls between two months.**
- Travel Statements submitted later than 60 days can be paid but will be TAXABLE INCOME. 60 days will start the first day of the month after travel was incurred.
- If a travel statement is incorrect when submitted and is emailed back to the employee for corrections, then the date stamp on the corrected travel will be what determines if travel is taxable.**
- NOTE: A travel statement must be completed regardless of whether the employee owes the agency, the agency owes the employee or there is no balance due.**
- FAMILY NAME OR CASE # OR N/A** – Must be completed.
- PERSON(S) CONTACTED/PURPOSE OF TRIP** - Travel descriptions did not list the beginning and/or ending points of destination (Such as beginning from home or office or ending day at home or office). This must be listed for accounting to make a proper reimbursement determination.  
Example: 1) Home/supervisor meeting/Home or 2) Office/Family Visit/Office  
**\*\*Travel descriptions required even when using a rental\*\***
- PURPOSE OF TRIP WHEN IN TRAINING** – Each day must be itemized.
- CITY & COUNTY OF DESTINATION IS REQUIRED** – Must be completed for each travel date.
- ODOMETER READINGS** - are incorrect or missing. Commute mile deduction required when travel originates from or ends at home on a weekday. This is applicable when using one's personal vehicle.
- Policy states that for 126 miles and above, if after completing the cost comparison form, it was determined that the most cost effective mode of transportation was your personal vehicle, but you took a rental, you will be reimbursed for the miles driven at the TIER 2 RATE, and the cost of the rental will be deducted from your payroll check. No fuel receipts will be reimbursed.
- Policy states that for 126 miles and above, if after completing the cost comparison form, it was determined that the most cost effective mode of transportation was to use a rental vehicle, but you choose to take your personal vehicle, you will be reimbursed for the miles driven at the TIER 2 RATE.
- Cost Comparison Forms are not attached for days on which more than 75 business miles were traveled regardless of overnight status.  
**REMINDER: ONLY A COMPACT VEHICLE SIZE SHOULD BE USED WHEN COMPLETING THE FORM.**  
\*\*The cost comparison link is [http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=DFCSSTGA](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=DFCSSTGA)  
**\*\* PLEASE USE ENTERPRISE RENTAL OPTION ONLY!!**
- VEHICLE RENTAL**
  - Enterprise Rental Receipt is not attached
  - Enterprise Rental receipt not signed by supervisor
  - Approved Travel Advance form required is not attached
- LODGING** - Hotel Receipts not attached. Receipts must be attached for overnight stays regardless of method of payment, i.e., direct billing, agency check, cash, or credit card.  
If payment made with agency check, cash or credit card, receipt should show "\$0.00" balance due.  
If payment is direct billed to the agency, receipt may show a balance due.
- COMMON CARRIER & PARKING** - Receipts must be attached.
- RENTAL FUEL** - Receipts must be attached.
- REGISTRATION FEE, CHILD MEALS, MISC** – Receipts for miscellaneous items purchased by the employee for clients (such as food, clothing, medicine). Receipts must be attached and include the following information:
  - **Child's Full Name**
  - **Child's Legal County**
  - **Child's date of Birth**
  - **Individual amount spent for each child's meal if receipt is for multiple meals**
  - **Employee's Signature**
  - **Approving Authority's Signature**
- SIGNATURE OF EMPLOYEE/DATE** - missing (Employee's signature may be a scanned/faxed copy)
- SIGNATURE OF APPROVING AUTHORITY/DATE** - missing (Signature of supervisor or approving authority **MUST** be original)
- OTHER** \_\_\_\_\_